**TOWN OF LYNNFIELD**

**JOB DESCRIPTION**

**HEALTH DEPARTMENT**

**ADMINISTRATIVE CLERK – FULL TIME**

* Unit: Clerical Union
* Reporting to: Health Director
* Grade: 1
* Hours: Benefit eligible, 25 hours.
* Location: Town Hall

**DUTIES/RESPONSIBILITIES**

● Provide extensive customer service in person and on telephone for general public, attorneys, engineers, realtors and appraisers

● Assists public and contractors with applications to be sure that the required documentation is attached to permits to expedite the process in a timely manner

● Order all/any supplies needed for the department and staff.

● Answer all calls and directs calls to appropriate person

● Receive and document all complaints

● Opening and forward all incoming mail

● Calculates and collects all fees charged for department transactions

● Processes and verifies all applications

● Print and mail all permits to owners/contractors

● Maintain all permits into the Permitting Database.

● Maintain contact with vendor support staff for updates/changes with permitting program

● Direct contact to vendor technical support for any updates to program or any problems with the program

● Maintain filing system for all applications, licenses and insurances

● Maintain extensive files for backup for all department permits, copies of all applications and Board of health documents

● Prepare Board of health packets for monthly meetings, prepare agenda, publish legal notices and notify all abutters to the specific property via mailings.

● Document and file Board of Health case decisions.

● Attend Board of Health night meetings once a month

● Transcribe minutes for the meetings; give copies of the minutes to the town clerk as well as posting to the website.

● Send out monthly Board of Health petitions/packets to all Board members and other Town Departments as well as local cities and towns as needed.

● Process payroll and bills for Health department staff and its Board.

● Process deposits for the Health department.

● Send out and process yearly inspection applications

● Assist with budget information for yearly reporting

● Maintain department information on website

● Maintain excel spreadsheet for permit fees for ongoing phase projects

● Coordinate with other departments for various applications

● Perform special projects and tasks as requested by supervisor

● Calculates and collects all fees charged for department transactions

●Other duties as assigned by the Health Director.

**EDUCATION**

Associates Degree or two years of relevant experience.

**PHYSICAL REQUIREMENTS**

This position works at a desk; stands and moves around inside office to access file cabinets and office machinery; and occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time.

**WORKING CONDITIONS**

Majority of work is performed under typical office conditions; the noise level is moderate. Has frequent contact with other departments, employees, retirees, financial representatives, and other municipal Personnel. Contacts are in person, by telephone and in writing by email, fax or correspondence.